

RETAIL MANAGEMENT – LEVEL 3

Certificate of Completion #24383

Students completing the advanced Level 3 Certificate will increase knowledge and practical experience in business communication, leadership and financial controls. Successful completion of this certificate prepares students to handle the increasing diversity and complexity of modern retail management.

Program Learning Outcomes

- Students will describe the basic accounting system and how it is used to serve business needs.
- Students will define organizational culture, socialization and mentoring.
- Students will apply communication skills in simulated business situations such as conferences and business groups.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

Program Requirements

Column 1	Column 2
This certificate requires:	
Completion of the Retail Management - Level 1 coursework	
PLUS	
PLUS Completion of the Retail Management - Level 2 coursework	
PLUS	
Completion of the Retail Management - Level 3 coursework	

Required Courses

Course Prefix	Course Name	Units
Retail Management - Level 1 Coursework		
VOC B025	Business Communications	
VOC BS50	Retail Store Management and Merchandising	
VOC CSB15	Microcomputer Applications	

Course Prefix	Course Name	Units
Retail Management - Level 2 Coursework		
VOC BA11	Fundamentals of Accounting	
VOC BM61	Business Organization and Management	
VOC BM62	Human Resource Management	
VOC BS36	Principles of Marketing	

Course Prefix	Course Name	Units
Retail Management - Level 3 Coursework		
VOC BA07	Principles of Accounting - Financial	
VOC BM60	Human Relations in Business	
VOC B026	Oral Communications for Business	

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